

## ATTACHMENT Q Application Checklist

*A complete application must be submitted by **Monday, March 8, 2021, 5:00 p.m. MST.***

*Submitted documentation and evidence files required below must be clearly named as bolded below to facilitate scoring.*

*Document names procedurally generated (e.g. scan\_1899428903) must be renamed prior to submission.*

### SUBMITTED BY ONLINE APPLICATION

- ☐ **1. Secure Classroom Recording Access Request** (Google Form): <https://forms.gle/bQxvmqJMZmVE5Yjz6>. Due on or before Wednesday, March 3, 2021.
- ☐ **2. Expanded Student Access Grant Application** (Google Form): <https://forms.gle/Mk1LtzzLw8Gm26Rj7>. Due on or before Wednesday, March 8, 2021.

### SUBMITTED BY EMAIL TO [SCHOOLREADINESS@UTAH.GOV](mailto:SCHOOLREADINESS@UTAH.GOV)

- ☐ **3. Department of Health Child Care Licensing documentation**, if applicable.
- ☐ **4. Letter(s) of Support** from the leadership of the host site(s), and key program stakeholders.
- ☐ **5. Proposed Budget Form:** Microsoft Excel document, Appendix I (<https://jobs.utah.gov/department/rfg/index.html>).
- ☐ **a. Supporting financial documentation** of historical costs of the preschool program in the form of an **expense summary** (e.g. **general ledger**, associated **chart of accounts**) for the time period defined on the Proposed Budget Form.
- ☐ **6. Teacher Credentials Form:** Microsoft Excel document, Appendix II (<https://jobs.utah.gov/department/rfg/index.html>).
- ☐ **a. Supporting documentation of preschool lead teacher credentials.**
- ☐ **7. Program Portfolio Cover:** fillable PDF, Appendix III (<https://jobs.utah.gov/department/rfg/index.html>).
- ☐ **a. One Week of lesson plans** from one third (1/3) of preschool classrooms proposed for this grant.
- ☐ **b. Evidence of explicit instruction in areas of literacy and numeracy.**
- ☐ **c. Evidence of monitoring and ongoing staff professional development and coaching.**
- ☐ **d. Pre- and mid-assessment data** for school year 2019-2020.
- ☐ **e. Evidence of a program data management system** in place to compile, store, and review classroom data.
- ☐ **f. Evidence of how data are used to inform instruction and drive continuous quality improvements**, including documentation of meetings reviewing program data.
- ☐ **g. Evidence of program evaluation and data collection** to monitor program goal achievement and implementation of required program components.
- ☐ **h. Evidence of family engagement.**
- ☐ **i. Evidence of a Kindergarten Transition Plan.**

### VIDEO RECORDINGS SUBMITTED BY SECURE TRANSFER VIA MOVEIT

- ☐ **8. Set(s) of 5 minute classroom recording(s) demonstrating whole group instruction.**
- ☐ **9. Set(s) of 5 minute classroom recording(s) demonstrating small group instruction.**
- ☐ **10. Set(s) of 5 minute classroom recording(s) demonstrating teacher/student interactions during free-play.**